

**Michigan Department of Community Health
WIC Program**

Instructions for Michigan WIC Special Formula/Food Request Form

Effective August 1, 2012, the Michigan Department of Community Health (MDCH) WIC Division will be utilizing a new Medical Documentation Special Formula/Food Request Form. Completion of this form is federally required to ensure that the WIC client under your care has a qualifying condition (medical condition/diagnosis) that requires the use of a WIC formula, medical food and/or changes to their supplemental food package. This form is for physicians and other health care professionals authorized to write prescriptions. *A **health care provider's prescription will not be accepted as a replacement for this form.***

Previously, you were asked to fill out one of two different forms, either for Infants and Children or for Pregnant, Breastfeeding and Non-Lactating Postpartum Women. The new form can be used for **all** WIC clients.

In addition, other changes have been made to facilitate your completion of the form and minimize the need for local WIC agencies to contact you for clarifications:

- Easy to check boxes
- Better flow as you determine your patient's supplement needs
- Larger print and more white space to make it easier to read

Please refer to the attached Instructions for Michigan WIC Special Formula/Food Request Form (DCH-1325).

**Michigan Department of Community Health
WIC Program**

Instructions for Michigan WIC Special Formula/Food Request Form

Medical Documentation must be written and may be provided to the WIC clinic as an original written document or a faxed copy. Only when absolutely necessary, a telephone order to a WIC Competent Professional Authority (CPA) containing all required information may be used. Written confirmation must be provided to the local clinic within two weeks.

You must make a selection in Sections 1, 2, 3, and 5 (Section 4 is optional). Also include the Medical Provider Name, Phone, FAX, Address and Signature.

Medical documentation must be completed for the following situations:

1. Women and children over 24 months of age who receive Special Formulas, and need to have whole milk substituted for lower fat milks (2% or less) due to a qualifying medical condition.
2. Women and children who require additional cheese greater than the amount allowed in the maximum food package.
3. Children who need to have soy beverage substituted for milk due to a milk allergy, severe lactose maldigestion, vegetarian/vegan diet or other qualifying medical condition.
4. Women, infants, and children with a qualifying medical condition requiring a Special Formula.
5. Children (1-5 years old) with a qualifying medical condition requiring a Contract Formula.

The Michigan WIC Program contracts with a formula company to provide a specific brand of iron-fortified infant formulas. Enfamil PREMIUM, Enfamil ProSobee, Enfamil Gentlease, and Enfamil A.R. are the Contract Formulas provided by the Michigan WIC Program which do not require medical documentation for infants. All other formulas require medical documentation prior to benefit issuance.

6. Women, infants (6-11 months), and children with a qualifying medical condition and receiving WIC formula may also receive supplemental foods with medical documentation.
7. Qualifying medical conditions include but are not limited to:
 - Premature birth
 - Low birth weight
 - Failure to thrive
 - Inborn errors of metabolism and metabolic disorders
 - Gastrointestinal disorders
 - Immune system disorders
 - Severe food allergies that require an elemental diet
 - Life threatening disorders, diseases and medical conditions that impair ingestion, digestion, absorption or utilization of nutrients that could adversely affect nutritional status

If you have any questions or comments regarding medical documentation requirements or completing the forms, please call your local WIC clinic.